VACANCY ANNOUNCEMENT

(Announcement No. 15/27)

OPEN TO: All Qualified Candidates

POSITION: Fraud Investigator, FSN-8

OPENING DATE: August 17, 2015 CLOSING DATE: August 28, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: Actual salary will be based on the qualifications of the applicant.

NOTE: THIS IS A LOCAL POSITION. THE SELECTED CANDIDATE WILL COME UNDER LOCAL LABOR LAW, AND BE PAID ACCORDING TO THE EMBASSY'S LOCAL COMPENSATION PLAN. ALL ORDINARY RESIDENT APPLICANTS MUST BE RESIDING IN LAOS AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Vientiane is seeking an individual for the position of **Fraud Investigator** in the Consular Section.

BASIC FUNCTION OF POSITION:

The purpose of this position is to combat fraudulent efforts to obtain Consular services and immigration benefits. The position holder conducts both in-house and field investigations on matters pertaining to fraudulent attempts to obtain U.S. non-immigrant and immigrant visas, false claims to U.S. citizenship, malafide efforts to obtain federal benefits, and other matters involving immigration related document fraud, document reproduction, and malafide use of official or quasi-official documents.

Also assists Consular officers, assistants, and other Locally Employed Staff (LES) in performing routine data-entry, filing, case review and investigation in the consular section's nonimmigrant and immigrant visa units. Also serves as a back-up to non-immigrant visa services and American Citizens Services section during shortages in staffing and during emergency situations.

QUALIFICATIONS REQUIRED:

- **1. Education:** Bachelor degree in English, business, law, law enforcement or political science is required.
- 2. **Prior Work experience:** At least 3 years of progressively responsible experience in investigative work with military, police private security or U.S. government organization or agency. Records and/or data management experience particularly useful.
- 3. Language proficiency: Fluency (Level IV) in written and spoken Lao is required. Fluency (Level IV) in written and spoken English is required. Fluence (Level IV) in written and spoken Hmong is required.
- 4. Knowledge: Advanced investigative techniques, interviewing and questioning skills. Knowledge of functions and jurisdictions of Lao government offices and agencies. Knowledge of MS Word, Outlook, ACCESS and Excel. Knowledge of U.S. immigration laws, regulations, U.S. judicial process. Knowledge of Lao criminal law, intestigation and enforcement with particular emphasis on factors related to immigration and document fraud. Knowledge of Lao immigration, criminal and civil laws, documentary sources of informaton. Extensive knowledge of Lao and Hmong immigration history, traditions, customs, and popular culture. Extensive knowledge of corporate or labor markets, pay scales, labor conditions and recruitment conditions, economic trends, stratification of Lao society and social barriers, education system and institutions, social norms of various social classes, Buddhist religious organization, precepts and practices.

5. Skills and abilities: Plan, organize and conduct investigations. Write clear concise and organized reports in English based on investigation and interview notes and other sources. Must be able to communicate effectively and appropriately across a broad social spectrum: Hmong and Lao applicants; American citizens; all levels of host country government officials as well as U.S. government officials and exercise of tact and good judgement in dealing with public. Ability to apply regulations correctly and to know when to refer cases to higher authority. Excellent analytical skills and judgment. Skill in prioritising cases, conducting interviews, scheduling field investigations, developing informants, applying investigative techniques, writing reports. Ability to obtain evidence and gain the confidence and cooperation of interviewees. Ability to translate documents into English, Lao and Hmong. Must exercise judgment based on substantial experience in handling complex and sensitive investigations. Must possess ability to work independently. Ability to explain procedures and requirements in Lao, Hmong and English. Ability to organize paperwork. Ability to type in English, Hmong and Lao and to use Microsoft Outlook, Explorer and Word.

HOW TO APPLY

Interested applicants for this position must submit the following for the application to be considered:

- 1. Universal Application for Employment (Form DS-174). Download the form at: http://laos.usembassy.gov/job opportunities.html
- 2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
- 3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that dresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office American Embassy Thadeu Road, Somvang Tai Village PO Box 114, Vientiane, Laos (Hardcopy or e-mail attachments are accepted)

POINT OF CONTACT

Telephone: 856-21-487176 Fax: 856-21-488002

E-mail: <u>VientianeHRO@state.gov</u>

Interested persons should contact Embassy Human Resources Office for more information. Blank application forms may be picked up from the cabinet inside the Embassy entrance.

Only shortlisted candidates will be notified.

CLOSING DATE FOR THIS POSITION: August 28, 2015

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